Training title

Who this training is for, and your organisation's name

Agenda

1. Section 1
2. Section 2
3. Section 3
4. Section 4

Learning objectives



First thing learners will be able to do



Second thing learners will be able to do



Third thing learners will be able to do



Fourth thing learners will be able to do

Section 1 title

One sentence on what this section covers and why it matters.

Key points

- A key point, in one short sentence
- A second key point
- A third key point

Process steps



What to do in this step

What to do in this step

What to do in this step

Knowledge check 1

Write a question about this section

A. A wrong but believable answer

B. The correct answer

C. Another wrong answer

Section 2 title

One sentence on what this section covers and why it matters.

Three things to check



First item

A short description



Second item

A short description



Third item

A short description

Rules and limits

- A rule learners must follow
- A limit, and who can approve above it
- An exception, and what to do about it

Knowledge check 2

Write a question about this section

A. A wrong but believable answer

B. The correct answer

C. Another wrong answer

Section 3 title

One sentence on what this section covers and why it matters.

How to do it

Step 1

What to do in this step

Step 2

What to do in this step

Step 3

What to do in this step

Checklist

- [ ] First thing to check off
- [ ] Second thing to check off
- [ ] Third thing to check off

Knowledge check 3

Write a question about this section

A. A wrong but believable answer

B. The correct answer

C. Another wrong answer

Section 4 title

One sentence on what this section covers and why it matters.

Responsibilities

- Who does what, and when
- What gets signed or recorded
- What happens if it is missed

Important



The one rule learners must never break, or when to stop and ask for help.

Knowledge check 4

Write a question about this section

A. A wrong answer

B. The correct answer

C. Another wrong answer

D. A fourth option

Summary

1. What section 1 covered
2. What section 2 covered
3. What section 3 covered
4. What section 4 covered

Thank you

Questions? Contact your trainer or manager.